

**MICHIGAN DEPARTMENT OF CIVIL SERVICE  
JOB SPECIFICATION**

**STATE POLICE SPECIALIST**

**JOB DESCRIPTION**

Employees in this job participate in specialized law enforcement activities in the Forensic Science or Fire Marshal Divisions of the Department of State Police, or perform traffic crash reconstruction activities at the State Police Headquarters or district office. Employees are empowered to enforce the general criminal laws of the state and may be used in other law enforcement areas in an emergency.

There are two classifications in this job.

**Position Code Title – State Police Specialist Trooper**

**State Police Specialist Trooper 11**

This is the entry level. Employees with State Police Trooper experience enter a specialized area in the Forensic Science or Fire Marshal Divisions, or at the State Police Headquarters or District Office. The employee, under close supervision, works in a learning capacity in a specialized area. The employee is required to undergo a formal training program.

**Position Code Title – State Police Specialist Sergeant**

**State Police Specialist Sergeant E12**

This is the experienced level. The employee performs a full range of activities in a specialized area in the Forensic Science or Fire Marshal Divisions, or at the State Police Headquarters or District Office. The work requires knowledge of a full range of tasks, methods, practices, procedures, and policies of the specialty area. The employees frequently oversee the work activities of less experienced or lower level employees. Extensive independent judgment is used in carrying out the sergeant responsibilities.

**JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

**Forensic Science Division:**

Processes crime scenes for physical evidence.

Examines firearms evidence to determine distance, caliber, type and kind of powder; and compares fired bullets and shells with suspect firearms.

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Compares tools with suspect tool markings.

Examines, handles, and disposes of explosive devices.

Dismantles explosive devices or old, unstable explosives.

Evacuates citizens from potentially dangerous areas.

Examines and identifies handwritten, printed, typed, altered, and obliterated documents to determine possible source.

Examines and identifies recordings of the human voice using identification techniques.

Processes evidence to develop, compare and identify latent prints; classifies latent prints, and identifies the dead by latent prints.

Performs serial number restorations.

Conducts polygraph examinations and interprets results of examinations.

Interviews investigating officers to determine case facts and subjects' suitability to take a polygraph examination.

Testifies in court as an expert witness in area of specialty (e.g., latent prints, firearms, narcotics, etc.).

May provide training and information in an area of specialty to various businesses, governmental agencies, colleges and universities, or local municipalities.

Participates in criminal investigations, effects arrests of suspected criminals, and responds to civil disorders.

Performs related work appropriate to the classification as assigned.

**Fire Marshal Division:**

Investigates structure and vehicle fires, explosions and hazardous incidents for origin and cause.

Collects and preserves all evidence obtained at the scene; interviews witnesses, owners, occupants, and suspects in relation to these fires, explosions, and hazardous incidents.

Prepares reports, sketches, detailed drawings, and photographs to present to prosecutors for trial purposes.

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Testifies in court as an expert witness in fire scene investigations, hearings, and other fire safety concerns.

Enforces all state fire safety codes as identified in the Michigan Fire Prevention Code (Public Act 207) relative to structural fire safety as well as storage and transportation.

Investigates incidents involving the handling, storage, and transportation of hazardous materials.

Inspects medical care facilities, correctional facilities, and other public or private industries for their compliance with fire safety rules.

Provides consultations, information, and advice to architects, engineers, contractors, and facility administrators pertaining to fire safety.

Reviews blueprints of structures regarding compliance with applicable fire safety codes before and during actual inspections. This review can include fire alarm systems, sprinkler systems, as well as structural review.

Trains new employees, departmental personnel, and local fire departments, as well as law enforcement personnel.

Develops and presents in-service training programs on arson investigation and building inspection in state and regional fire schools.

Conducts surveillance of suspects or suspected crime scene.

Performs related work appropriate to the classification as assigned.

#### **Traffic Crash Reconstruction:**

Conducts traffic crash reconstructions and interprets results based upon physical evidence, scientific principles, laws of physics, etc.

Operates a variety of traffic crash investigation and reconstruction equipment such as portable scales, transits, mechanical tools, measuring tapes, drag tire, detonator gun, calculator, camera, g-analyst.

Prepares scale diagrams and designs two- and three- dimensional computer animation using Computer Automated Drafting (CAD) and animation software.

Presents results of traffic crash investigations and reconstructions to local prosecuting attorneys for the determination of criminal charges.

Testifies in court as an expert witness in the reconstruction of the traffic crash, techniques used, scientific principles and procedures applied, and the results of the investigation.

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Provides consultation regarding proper traffic crash investigation and reconstruction techniques, identification and interpretation of physical evidence, and the application of the principles of physics.

Trains new employees, departmental personnel, or local law enforcement agencies in traffic crash investigation and reconstruction.

Develops and presents in-service training for district post traffic crash investigators.

Assists the Attorney General's Office, Michigan Department of Transportation, county road commissions, and local departments of public works with defense in civil litigation regarding traffic crashes.

Performs related work appropriate to the job as assigned.

### **JOB QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

**NOTE:** Considerable knowledge is required at the 11-level and thorough knowledge is required at the E12-level.

Knowledge of departmental official orders, rules, regulations, and policies.

Knowledge of federal laws, rules, regulations, and of the general criminal laws of the state.

Knowledge of investigation and law enforcement methods, procedures, and policies, and the laws governing and prescribing the powers and authorities of a law enforcement officer.

Knowledge of criminal justice procedures employed in the prosecution and adjudication of alleged law violations.

Knowledge of the court systems, court procedures, and pertinent court decisions.

Knowledge of current methods and technical phases of criminal investigations.

Knowledge of equipment used and its care.

Knowledge of law enforcement communication systems.

Knowledge of public speaking techniques.

Knowledge of the state and federal regulatory agencies.

Considerable skill in communicating effectively.

Ability to recreate a crime scene.

Ability to retain factual information.

Ability to lead State Police uniform personnel.

Ability to make decisions, maintain composure, and take appropriate actions under pressure and in emergencies.

Ability to compose correspondence and reports.

Ability to meet the public and gain the cooperation of others.

Ability to apply analytical and scientific techniques in the evaluation of evidence and in the conducting of investigations.

**Additional Knowledge, Skills, and Abilities**

State Police Specialist Sergeant E12

Fire Marshal Division

Considerable knowledge of state and federal fire laws, regulations, and operational policy.

Considerable knowledge of conducting arson, fire, and explosion investigations.

Considerable knowledge of nationally recognized standards pertaining to fire safety inspections, fire prevention, and building costs.

Considerable knowledge of the chemistry of fire.

Ability to determine burn patterns at the fire scene in order to determine if the fire was accidental or incendiary.

Forensic Science Division

Considerable knowledge of analytical techniques and equipment used in at least one area of analysis within the Scientific Laboratories.

Traffic Crash Reconstruction

Considerable knowledge of conducting traffic crash investigations and reconstructions.

Considerable knowledge of various mathematical formulas used in conducting traffic crash investigations and reconstructions.

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Considerable knowledge of the use, care, and adjustment of traffic crash investigation and reconstruction equipment, including portable scales, transits, mechanical tools, measuring tapes, drag tire, detonator gun, calculator, camera, g-analyst, and various Computer Automated Drafting (CAD) and animation software.

Considerable knowledge of photography techniques used for traffic crash investigations and reconstructions including nighttime photograph using the flash, special lenses and equipment, as well as a technique called "painting with light."

Ability to apply principles of physics to traffic crash situations.

Ability to accurately measure a crash scene, including use of the transit for measuring grade, elevations, and distances, and convert the measurements into an accurate scale diagram representative of the crash scene.

Ability to provide effective expert testimony in court.

### **Working Conditions**

Some jobs require an employee to work in a hostile environment.

Some jobs require an employee to work in adversarial situations.

Some jobs require an employee to be exposed to hazardous work environments.

Some jobs require an employee to be exposed to inclement weather conditions.

Employees may be required to work on a rotating shift.

Employees are required to be available for duty 24 hours a day, including holidays.

Employees may be subject to transfer on a temporary or permanent basis anywhere in the state.

### **Physical Requirements**

The job duties require an employee to work under stressful conditions.

The job duties require an employee to be absent of any physical limitation, which would impair effective performance in the Department of State Police.

### **Education**

Possession of a high school diploma or a General Education Development (GED) Certificate and successful completion of the Michigan State Police Training Academy Recruit School.

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### **Experience**

#### **State Police Specialist Trooper 11**

One year of experience as a Michigan State Police Trooper E11.

#### **State Police Specialist Sergeant E12**

Four years of experience as a Trooper E11 and/or 11 in the Michigan State Police.

**OR**

Two years of experience as a State Police Specialist Trooper 11 in the area of specialty.

**OR**

Two years of traffic crash reconstruction experience as a State Police Specialist Trooper 11 and successful completion of the Accreditation Commission for Traffic Accident Reconstruction (ACTAR) certification process.

### **Alternate Education and Experience**

Positions in the polygraph specialty require possession of a bachelor's degree in an area suitable to specialization as a polygraph examiner, as determined by the State Board of Forensic Polygraph Examiners.

Positions in the chemical/biological area of the State Police Laboratory require possession of a bachelor's degree in chemistry, biochemistry, forensic science, or a related pure or applied scientific field.

Positions in the latent prints and questioned documents areas of the State Police Laboratory require possession of a bachelor's degree in natural science, criminal justice, forensic science, or a related pure or applied scientific field, with at least 8 semester hours in chemistry. Employees not possessing the educational requirements at the time of appointment to the Forensic Science Division must attain 8 semester credits in chemistry with satisfactory grades by the end of the second year of assignment to the laboratory. Failure to meet the necessary educational requirements within the specified timeframe may result in separation from the forensic sciences program.

### **Special Requirements, Licenses, and Certifications**

Employees in the polygraph specialty must meet state licensure requirements.

Certain positions may require advanced education or training before appointment of the position.

Certain positions may require education or specialized training in the specialized area after appointment to the position.

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**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

**JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

<b><u>Job Code</u></b>	<b><u>Job Code Description</u></b>
STPSPL	State Police Specialist

<b><u>Position Title</u></b>	<b><u>Position Code</u></b>	<b><u>Pay Schedule</u></b>
State Police Specialist Trooper	STPSPTPR	T01-002
State Police Specialist Sergeant	STPSPSGT	T01-003

ECP Group 1  
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MJP